

Hall of Records
CommissionSubmitted to the Records Management Division
Hall of Records CommissionPAGE
NO. 1. ✓

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A
☒ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B
☐ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C
☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. EMERGENCY MATERNITY AND INFANT CARE RECORDS

Quantity: 42 letter-size metal transfiles (63 cubic feet) and 5 pasteboard boxes (5 cubic feet) Total 68 cubic feet.

Dates: 1943 - 1948

Amount Authorized for Disposal: 68 cubic feet

This material is concerned with the Emergency Maternity and Infant Care Program administered by the State Department of Health. The Program dealt only with the wives and children of servicemen in the lower income brackets and was financed entirely with Federal funds. The final audit has been completed. The final accounting records are in possession of the Department and also in the records of the Children's Bureau of the Federal Department of Labor. There is no further need for the records; no reference has been made to them since they were audited.

The records consist of the following:

Form No.

H-1 Application for Infant Care
No form No. Application for Maternity Care
H-3 Medical Report and Request for Payment
H-6 Hospital Report of Services Provided
H-9 Consulting Physician's Medical Report
H-35 Office Record of Infant Care
Summary Cards
Quarterly and Monthly Reports - made to the Children's Bureau
Physician's Card File - shows patients treated.

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

Clemens W. Gammon

Signature

Chief Bur. Mgt.

Title

1/5/55

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/7/55

Date

Morris S. Radloff

Archivist

JAN 10 1955

Date

J. Meluskey

Secretary

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO.

120

PAGE
NO. 2/

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.Form No.Alphabetical Index
Correspondence

RECOMMENDATION: DESTROY ACCUMULATION.

RECEIVED
JAN 13 1954
DIRECTOR*[Signature]*
Secretary